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Communications and Information

**MANAGEMENT OF CELLULAR TELEPHONES
AND SERVICE**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes policy, procedures, and responsibility for the acquisition, management, control, operation, and maintenance of cellular telephone service at McChord AFB. This instruction applies to all personnel assigned or attached to units which are located on McChord AFB and use cellular telephone equipment.

1. Acquisition of Cellular Telephone. All requests for the purchase of cellular telephone instruments must be approved by the Base Communications-Computer Systems Officer (CS)).

1.1. Equipment custodians for the using organization will complete the McChord AFB Form 496, Communications Requirements Document and an AF Form 601, Equipment Action Request, and submit them to the 62 CS/SCSJ, Customer Support Center, Building 100, Room 2012, telephone 984-3711. The McChord AFB form 496 will be given a tracking number and forwarded to the Land Mobile Radio Office for processing. Responses to the following questions must appear in Block 21 of the AF Form 601.

- 1.1.1. How does the person requiring a cellular telephone currently stay in contact?
- 1.1.2. Why doesn't the present system work?
- 1.1.3. How will the lack of a cellular telephone impair the mission?
- 1.1.4. Has sharing unit assets been considered?
- 1.1.5. If used for command and control, list other alternatives.

1.2. When cellular telephones are determined to be a feasible technical solution to the mobile communications requirement, the following steps will be included in the approval process.

1.2.1. The CSO will ensure an economic analysis is completed for each requirement. This analysis will address the cost and use of possible alternative methods, such as pagers or land mobile radios.

1.2.2. An analysis of the security risk presented by the requirement will be included in the technical solution. Cellular telephones are extremely vulnerable to monitoring and present a greater security risk than an administrative telephone on a desk. Cellular telephones will not be approved for use where classified or sensitive information may be transmitted, instead STU-III cellular phones will be used.

1.3. Upon notification of a CSO approved requirement, the customer will submit an AF Form 9, Request for Purchase, to purchase cellular air time to 62 CS/SCSJ, Customer Support Center, Building 100, Room 2012.

2. Billing for Cellular Air Time. Cellular telephones are for "Official Use Only."

2.1. Cellular air time is based on all incoming and outgoing calls including calls made to a 1-800 number, notable exceptions are 900 Emergency and 611 Information.

2.2. Monthly cellular air time billing is received by the 62d Communications Squadron and then sent to the Telephone Control Officers of the using organizations. Unit Telephone Control Officers, in turn, send the bills to the responsible individuals to certify the calls are official. Any personal calls will be charged to the user.

3. Repair of Cellular Telephones. A fixed cost maintenance contract is not cost effective on McChord AFB. If a cellular telephones becomes inoperable, contact the Base Cellular Telephone Manager at 984-5301.

4. Lost or Stolen Cellular Telephones.

4.1. As soon as possible, contact the Base Cellular Telephone Manager at extension 4-5301. The manager will, in turn, call Cellular One at 1-800-782-3551 and advise them of the situation. Cellular One will code the assigned telephone number preventing any incoming or outgoing calls. After-duty hours, call the 62d Communications Squadron Customer Support Center at 984-3711.

4.2. The user will report the incident to the 62d Security Police Squadron and accomplish the required written report. This establishes an official record of lost or stolen government property. The security police provide a copy of the report to the civilian law enforcement agencies.

5. Spare Cellular Telephones. As spare cellular phones are turned in, the Base Cellular Telephone Manager may maintain spare cellular phones on a no-cost basis.

5.1. Requests for spare phones will be filled on a priority basis with those units and sections who donate phones having priority. All others will be first-come, first-served.

5.2. Request for phones must include a fund cite for billing purposes.

6. Annual Recertification. Annual recertification will be accomplished by having unit commanders certify that the phones are still used in the manner for which they were ordered. When changes occur, either the phone will be turned in or a new justification will be required.

KENNY L. WIEMAN, Colonel, USAF
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